



25X1A

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Legend (P-Professional
C-Clerical
CPO-Crafts, Protective
and Custodial.
T-Total

SE 14
SECURITY OFFICE

ALCAF

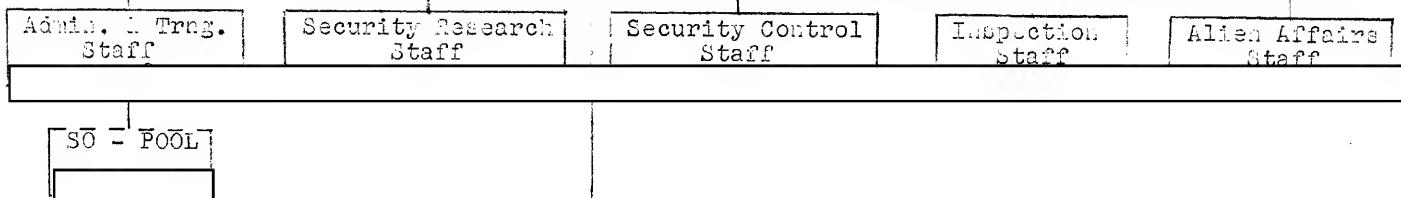
CI

Total Classified
TOTAL

TA

OFFICE OF THE CHIEF

25X1A



25X1A

Security Division
(Office of the Chief)

25X1A

Special Security Division
(Office of the Chief)

25X1A

Personnel Security Branch Physical Security Branch Interrogation Research Branch

25X1A
25X1A
25X1A
OPERATIONS BRANCH

25X1A

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET



SECRET

SECURITY OFFICE

BUDGET STATEMENT - FISCAL YEAR 1955

TAB B

SECURITY OFFICE

.01
All Other
TOTAL

25X1A

OFFICE OF THE
DIRECTOR OF SECURITY
AND STAFF ACTIVITIES

.01
All Other
TOTAL

25X1A

SECURITY DIVISION

.01
All Other
TOTAL

SPECIAL SECURITY DIVISION

.01
All Other
TOTAL

25X1A

DEPARTMENTAL
SERVICES

.01
All Other
TOTAL

REIMBURSABLE
GUARD SERVICES

.01
All Other
TOTAL

HEADQUARTERS

.01
All Other
TOTAL

25X1A

25X

SECRET

31 October 1954

~~SECRET~~

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6
SECURITY OFFICE

PAGE ~~A~~ C

FUNCTIONS AND ACTIVITIES

31 October 1954

By authority of Section 102d (3) of the National Security Act of 1947 which states: "...under the direction of the National Security Council - the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods..."; and as assigned to the Security Office by CIA Regulation [redacted]

[redacted] and implemented by entire series [redacted] of Agency Regulations, the Security Office, under the Director of Security, is responsible for the preparation and execution of the Agency's security program, with the performance of certain security inspection functions and the planning and implementation of emergency measures. In this connection, the Director of Security recommends the establishment of Agency policy relating to security and establishes procedures for their implementation; establishes safeguards necessary to prevent penetration activities by non-authorized individuals; develops domestic counter-intelligence programs for the Agency; obtains and evaluates, through investigations and liaison contacts, pertinent information regarding personnel for employment, assignment or association with the Agency; approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

25X1A
25X1A

25X1A
25X1

The Director of Security, in discharge of his duties, determines the effectiveness with which security programs and policies are being accomplished; coordinates and engages in policy and program planning of emergency measures; prescribes security policy relating to liaison and contact relationships of Agency officials with others; establishes and maintains necessary liaison with officials of other Government agencies on security matters; investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required. He conducts specialized inspections and investigations and prepares reports to assure proper maintenance of security. He also conducts research in security fields. Trained professional security officers are provided to other Agency components in accordance with the requirements of Agency missions and installations.

The functions and activities of the various divisions and staffs of the Security Office are given in detail in the following sections:

~~SECRET~~

Next 6 Page(s) In Document Exempt

~~SECRET~~

~~TAB D~~

PRODUCTS OF THE SECURITY OFFICE

<u>Name and Authority</u>	<u>Size and Frequency</u>	<u>Description of Contents</u>	<u>Production</u>
<u>Security Patrol Manual</u> Authority: CIA Regulation [REDACTED] and CIA Regulation [REDACTED]	Currently consists of 53 pages in 11 sections. This publication is revised periodically in order to maintain the instructions and contents of the Manual current.	This Manual contains instructions for officials and members of the Security Patrol in discharging their duties and responsibilities in the event of an emergency, including fire, natural disaster, enemy attack, flood, riots, or other circumstances.	100 copies
<u>SSD Headquarters Manual</u>	Currently consists of 256 pages in 5 major sections. This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.	This Manual contains instructions for officials, supervisors, and Agents of the Special Security Division assigned to Headquarters. These instructions cover not only the specific duties and responsibilities of professional personnel assigned to SSD, but also include the handling of emergencies during off-hours, a guide for personnel reporting to Headquarters, the mission, functions and organization of CIA and its components, Administrative Guide, and Policies, Operations, Procedures of the components of SSD.	87 copies

~~SECRET~~

SECRET

Name and Authority	Size and Frequency	Description of Contents	Production
<u>SSD Agents Manual</u>	Currently consists of 103 pages in 2 major sections, plus 46 pages in a reference supplement and glossary. This Manual is revised periodically in order to maintain the instructions and contents of the Manual current. In addition, the Manual is supplemented by intermittent instructions in the form of memoranda and Notices.	This Manual contains instructions for all Agent personnel of the Special Security Division assigned to Headquarters	215 copies 25X1 25X1
<u>Security Regulations Manual</u>	This Manual consists of 42 pages and is revised periodically, as warranted. It is currently under revision due to recent changes and additions to the Agency Regulations.	This Manual contains applicable Agency Security Regulation which must be read and observed by Agency employees.	1500 copies

SECRET

SECRET

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Name and Authority

Safety Manual

Authority: The Federal Safety Council was established under E. O. 10194 dates 21 December 1950. CIA Regulation

25X1A

Size and Frequency

This Manual consists of 66 pages and is issued in three different books, namely: Office Use - Book I, Chapter I and Chapter II, Section 1; Industrial Use - Book II, Chapter I and Chapter II, Sections 1 through 7; Warehousing and Maintenance Use - Book III, Chapter I and Chapter II, Sections 1 through 13.

Description of Contents

This Manual contains common sense rules, instructions, and visual aids pertaining to safety practices and procedures. It is distributed to Security Offices who are responsible for implementing the safety program within their individual component.

Production
Approx. 1270 copies of Books I, II and III have been printed since 1955.

SECRET

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

25X1

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

~~TOP SECRET~~~~TOP SECRET~~INDEX OF TABS

Tab A: Scope of Survey, Paragraph No. 3 of Memorandum No. 3, Task Force on Intelligence Activities, dated 27 October 1954

Tab B: National Security Council Intelligence Directives, Nos. 1 through 16

Tab C: Director of Central Intelligence Directives

Tab D: Composition and Functions of committees of Intelligence Advisory Committee (ten committees)

Tab E: Organization of Agency and Functions of Components

Tab E No. 1 - Deputy Director for Intelligence Area

Tab E No. 2 - Deputy Director for Support Area

Tab F: Agency Personnel Strength

Tab G: List of End Items Produced by Central Intelligence Agency

Tab H: Legislation Required

Tab I: Budgetary Data for Fiscal Years Since 1947

~~TOP SECRET~~

TOP SECRET

F

TOP SECRET

Next 5 Page(s) In Document Exempt

2st 3-11

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

(Revised to report calendar year 1954)

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Next 2 Page(s) In Document Exempt

(Revised to report calendar year 1954.)

25X1A

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

(Revised to include calendar years '53 & '54)

Next 1 Page(s) In Document Exempt

G

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

CURRENT SERIAL PUBLICATIONS
OF THE
CENTRAL INTELLIGENCE AGENCY

December 1954

Prepared By The
Office of Collection and Dissemination

SECRET

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

OFFICE - OCD

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
<u>BIOGRAPHIC REGISTER</u>			
Biographic Intelligence Bulletin (Irregular)	X	X	
<u>CIA LIBRARY</u>			
CIA Library - Accessions: Books (Weekly)	X	X	X
Lexical Inventories (Irregular - 15 issues to date)	X	X	
Intelligence Publications Index (Monthly)	X	X	
Russian Book List (Six times a year)	X	X	X
Recent Additions of Foreign Language Publications Received in Foreign Branch, CIA Library (Monthly)	X	X	X
Foreign Telephone Directories (Once a year)	X	X	X

SECRET

SECRET

OFFICE - OCD

DISSEMINATION

	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
--	------------	------------	--------------

GRAPHICS REGISTER

Personalities - Bulletin (Monthly)	X	X
------------------------------------	---	---

Spot Photography - Bulletin (Monthly)	X	X
---------------------------------------	---	---

INDUSTRIAL REGISTER

Accessions List of Soviet Trade Brochures (Irregular)	X	X
--	---	---

SECRET

SECRET

OFFICE - ONE

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
National Intelligence Estimates (NIE) (Irregular)	X	X	X
Special National Intelligence Estimates (SNE) (Irregular)	X	X	X
National Intelligence Digest (NID) (Supplemented monthly)	X	X	X

SECRET

SECRET

OFFICE - OCI

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Current Intelligence Digest (Daily)	X	X	X
Current Intelligence Digest TS Supplement (Daily)	X		
Current Intelligence Weekly	X	X	X
OCI Handbook (Irregular)	X	X	X
Calendar of Scheduled Forthcoming Events (Monthly)	X	X	X

SECRET

SECRET

OFFICE - ORR (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Geographic Intelligence Report (RR GR) (Ad Hoc Reports - Dissemination Varies) (Irregular)	X	X	X
External Research Study (RR ER)	X	X	X
Acquisitions List for Maps of Foreign Areas (Confidential) (Weekly)	X	X	X
Acquisitions List for Maps of Foreign Areas (Secret) (Six times a year)	X	X	X
National Intelligence Survey (NIS) (Irregular)	X	X	X
Preliminary NIS Gazetteer (Irregular)	X	X	X

SECRET

SECRET

OFFICE - EIC

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
EIC Report (EIC-R) (Irregular)	X	X	
EIC Survey (EIC-S) (Irregular)	X	X	
EIC Working Paper (EIC-WP) (Irregular)	X	X	X*
EIC Subcommittee Report (EIC-SR) (Irregular)	X	X	
EIC Subcommittee Working Papers (Irregular)	X	X	X**

* Only to contributors

** On a selective basis

SECRET

SECRET

OFFICE - OSI

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Status Report of OSI Production (Irregular)	X		
Scientific Intelligence Digest (Bi-weekly)	X	X	X
Epidemiological Bulletin (Bi-weekly)	X	X	X
Electromagnetic Warfare Briefs (EMWB) (Irregular)	X	X	X
Scientific Intelligence Report (SIR) (Irregular)	X	X	
Provisional Scientific Intelligence Report (PSIR) Interim Report (Irregular)	X	X	
Scientific Intelligence Memorandum (SIM) (Irregular)	X	X	
Scientific Estimates Committee Reports (Irregular)	X	X	
Scientific Estimate Committee Estimates (Irregular)	X	X	

25X1

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Next 1 Page(s) In Document Exempt

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

OFFICE - ORR

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Status of Projects (Quarterly) (Supplemented monthly)	X	X	X
Annex to Status of Projects (Quarterly) (Supplemented monthly)	X		
Economic Intelligence Report (RR) (Irregular)	X	X	X
Provisional Intelligence Report (RR PR) (Preliminary Report) (Irregular)	X	X	X
Intelligence Memorandum (RR IM) (Irregular)	X	X	X
Current Support Memorandum (Irregular)	X		X
Geographic Intelligence Review (RR MR) (Irregular)	X	X	X
Geographic Intelligence Report (RR G) (Irregular)	X	X	X

SECRET

STATSPEC

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

Next 1 Page(s) In Document Exempt

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

OFFICE - OO/FDD



DISSEMINATION

	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
25X1	X	X	X
	X	X	*
	X	X	X
	X	X	
Translation	X	X	
FDD Summary	X	X	X
Selected Briefs from International Press (FDD Summary)	X	X	X
Consolidated Translation Survey (CTS)	X	X	X
Consolidated Translation Survey - Supplement	X	X	
Scientific Periodical Abstracts (5x8 card)	X	X	X

SECRET

SECRET

OFFICE - OO/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
FDD Reference Aid	X	X	X
FDD Research Aid	X	X	X
Weekly Economic Information Report on China (FDD Summary)	X	X	X
"Sociological Information on China" (FDD Summary)	X	X	X
Military Report on China (FDD Summary) (Monthly)	X	X	X
"Index of two Chinese Communist Newspapers" (FDD Reference Aid)	X	X	X
Table of Contents of Chinese Communist Periodicals (FDD Reference Aid) (Monthly)	X	X	X
Science News Items (Monthly)	X	X	X
Survey of Scientific and Technical Dissertations Defended at USSR Higher Educational Institutions (FDD Summary) (Monthly)	X	X	X

SECRET

SECRET

OFFICE - OO/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Annual Report on Crime in the USSR (FDD Summary)	X	X	X
Semiannual Report on Education in the USSR (FDD Summary)	X	X	X
Soviet Military Information from Krasnaya Zvezda and other Publications (FDD Summary) (Monthly)	X	X	X
Data on USSR Extractive Industries (FDD Summary)	X	X	X
USSR Agriculture, Weather, Forestry, and Forest Products (FDD Summary)	X	X	X
Report on USSR Production of Industrial Equipment (FDD Summary) (Monthly)	X	X	X
Transportation and Communications in the USSR (FDD Summary)	X	X	X
Weekly Economic Information Report on Eastern Europe (FDD Summary)	X	X	X
Political and Sociological Information Report on Eastern Europe (FDD Summary) (Monthly)	X	X	X

SECRET

SECRET

OFFICE OO/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Military Information Report on Eastern Europe (FDD Summary) (Monthly)	X	X	X
Monthly Information Report on Indochina (FDD Summary)	X	X	X
Political, Economic and Sociological Report on Burma (FDD Summary)	X	X	X
"Political, Economic, and Sociological Report on Thailand" (FDD Summary) (Semi-quarterly)	X	X	X
Information Report on Indonesia (FDD Summary) (Quarterly)	X	X	X
"Report on Overseas Chinese Activities in Southeast Asia" (FDD Summary) (Semi-quarterly)	X	X	X
Monthly Information Report on Arab States and Israel (FDD Summary)	X	X	X
Monthly Information Report on Greece, Turkey, and Iran (FDD Summary)	X	X	X

SECRET

SECRET

OFFICE - OO/FDD (Cont'd.)

	<u>DISSEMINATION</u>		
	<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
Monthly Information Report on India, Pakistan, and Afghanistan (FDD Summary)	X	X	X
Monthly Information Report on Africa (FDD Summary)	X	X	X
[Redacted]	X	X	

25X1

SECRET

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

OFFICE - 00/SOVMAT STAFF



DISSEMINATION

CIA
X

IAC
X

OTHER
X

MISCELLANEOUS

Intelligence Directives (NSC & DCI)

X X X

SECRET

Approved For Release 2002/08/28 : CIA-RDP86B00269R000100110011-6

SECRET

OFFICE - FI

DISSEMINATION

		<u>CIA</u>	<u>IAC</u>	<u>OTHER</u>
25X1A	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
	Information Report	X	*	*
25X1A	Information Report [redacted] may carry any of the suffixes used with CS report numbers)	X	**	*
25X1A	[redacted]	X	X	*

* This disseminated on a "need-to-know" basis.
** This dissemination is not standard, but done in accordance with individual IAC Agency's
requirements.

SECRET

TOP SECRET

H

TOP SECRET